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AUTOMATED WORK UNIT PLAN SYSTEM (AWUPS) PART 1

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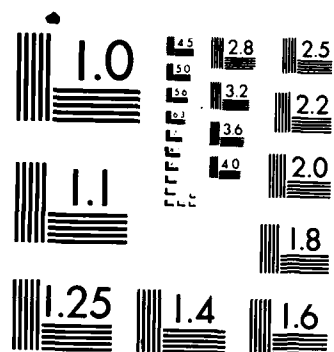
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USER'S MANUAL FOR AUTOMATED WORK UNIT PLAN
SYSTEM (AWUPS) - PART I: CONTRACTS

D. Dechichio
R. Flahive
E. Mallor

Bedford Research Associates
4 DeAngelo Drive
Bedford, MA 01730

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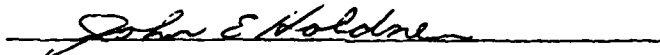
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This technical report has been reviewed and is approved for publication.



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Contract Manager

FOR THE COMMANDER



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INTRODUCTION

This manual is intended to serve as a user's guide for people using the Automated Work Unit Plan System (AWUPS) to store and retrieve information for a Contract Work Unit Plan. A certain familiarity with a VAX 11/780 is assumed. Connecting to the VAX 11/780, using the electronic mail system and changing the LOGIN password are not covered in this manual. If information on these topics is needed, please refer to a VAX User's Guide.

The AWUP System is designed to be accessed using a VT102 terminal. All keypad diagrams are only of this type terminal. If you don't have access to a VT102 terminal, please contact the AWUPS manager.

There are seven screens for displaying the information contained in one work unit plan. The screens are displayed sequentially, one at a time. This is true whether the work unit plan is being viewed, added, changed, or deleted.

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DEFINITIONS & RULES FOR DATA ENTRY

There are several important rules that apply to the system described in this manual. Please familiarize yourself with them before beginning to use the system. In addition, a knowledge of the following terms will aid you in using this user's guide.

CHARACTER - Character is a generic term that includes all graphic symbols. Letters, numbers, punctuation marks, other special characters, and blank spaces are all considered characters.

FIELD - A field is a group of characters which comprise one piece of information or data. An example of a field is the WU number.

RECORD - A record is a group of related fields. For example, an individual work unit plan is a record which is comprised of a group of fields such as the WU number, manager's name, etc.

FILE - A file is a group of records. It can be compared to a file in a filing cabinet. For example, you may have a file titled "Contract Work Units" which contains all the individual CWU plans or "records."

DATA BASE - A data base is a collection of files. The data base is like a filing cabinet. It contains a number of files, such as the CWU file and the IHWU file.

HARD COPY - Hard copy refers to a paper copy of a document (as opposed to a screen display).

CURSOR - The cursor is the blinking rectangle which indicates where the next character typed will appear on the screen.

PROMPT - A prompt is a screen message which requires a response from the user.

ENTER - To enter data means to send it to the computer by pressing the "RETURN" or "ENTER" key. Therefore if the

instructions read "enter the work unit number," you are to type the work unit number and then press "RETURN."

DEFAULT - A default is the standard value that has been assigned to a field and is used when the user enters no value.

RULES FOR DATA ENTRY

1. Always press "RETURN" after typing in a field or response to a screen prompt. This will cause what has been typed to be "entered" or sent to the computer, and then displayed in high intensity on the screen.
2. To erase a character, or to back up the cursor, use the "DELETE" key. (See below, Special Keys)
3. To change a character(s), just type over it (them). The new character(s) will replace what was there.
4. Holding down a key will cause multiple entries. For example, if you want to enter one blank line, press the "ENTER" key and release it immediately. Holding the key down will cause more than one blank line to be entered.
5. Unless prompts specifically require a "Y" or "N" response as noted by "(Y or N)," screen prompts which require yes or no answers will default to "Yes." That is, if you just press "RETURN," a "Yes" will be entered automatically.
6. A date is entered as three separate fields: the day, the three letter abbreviation for the month, and the year.

The day field must contain a number from 1 to 31. Any other entry will cause the message "Invalid day, please try again. (PRESS RETURN)" to display.

The month field must contain the three letter abbreviation of a month. Any other entry will cause the message "Invalid

month, please enter again. (PRESS RETURN)" to display. The month must also be consistent with the day entered otherwise the message, "Invalid date, please try again. (PRESS RETURN)" will appear. An example of an invalid date is 31 Sep.

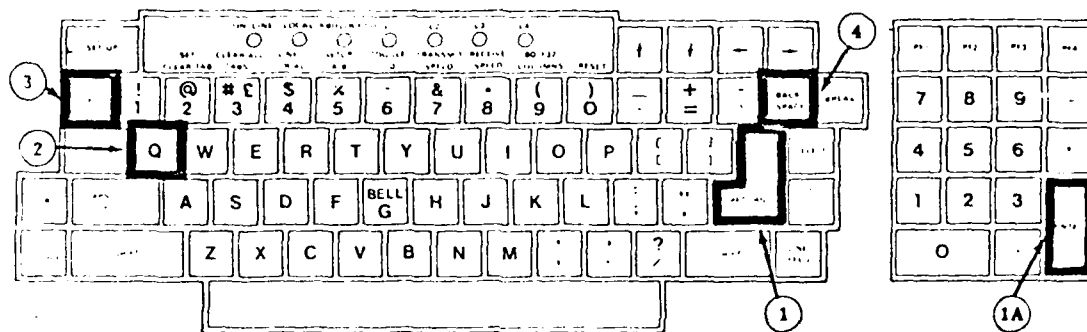
The year field must be one or two digits. Any other entry will cause the message "Invalid year, please try again. (PRESS RETURN)" to display.

7. The length of field entries is limited. The allowable length of the field to be entered will be highlighted on the screen.
8. The allowable length for some fields is quite long. In the Work Unit Plans, for example, there is an "Approach" field which permits twelve full screen lines for an explanation of the approach. Sometimes, however, you may not need so many lines. Whenever you wish to finish entering data for such a field, and move to the next field, you must press the "RETURN" key twice: once to "enter" your last line of text, and once to move the cursor to the next field.
9. If the information entered for a field is too long, an error message will be displayed on the bottom of the screen. That portion of the entry which did not exceed the allowable field length remains displayed on the screen, and you are then given an opportunity to edit the entry.
10. If the type of information entered in a particular field is not allowed, for example a letter is entered when a number is required, an error message will be displayed at the bottom of the screen. Press the "RETURN" key and the cursor will be repositioned. Then reenter the information.
11. Occasionally there may be an error which has to do with the system rather than the data entry. When this happens, an error message telling you to contact your AWUPS manager will be displayed. Please do so immediately, as any delay will compound the problem.

SPECIAL KEYS

There are some special keys used in data entry. The four key sequences which are described below perform special functions when they are the first and only entry to a field. These keystrokes, along with a brief description of their functions, will be displayed at the bottom of each screen.

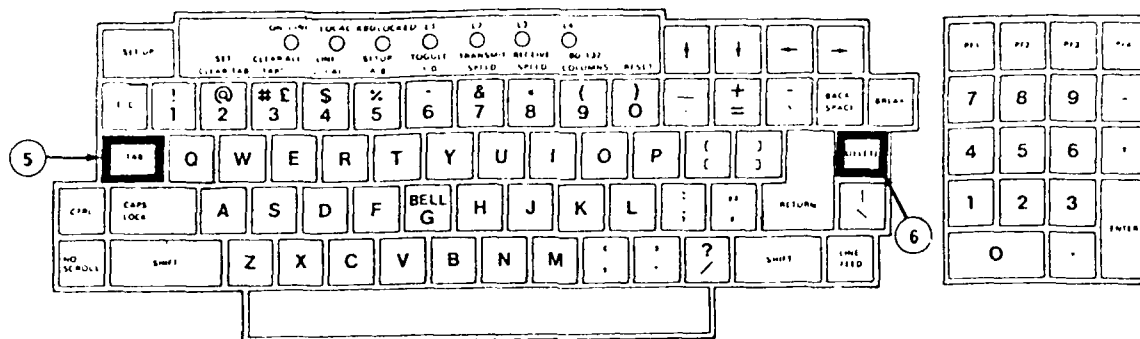
Please refer to the numbered diagram of the VT102 keyboard when reading the following section. If you are using a terminal which is not a VT102, please consult the AWUPS manager to determine the special keys for the type terminal you are using.



<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
1	RETURN	The "RETURN" key on the main key pad and the "ENTER" key on the numeric key pad are interchangeable. When "RETURN" or "ENTER" is the first entry to a field, any existing data is left unchanged. If no data exists for the field, it is left blank, or in the case of numeric fields, set to zero. When one of these keys is entered for the first field of a record, (for example if RETURN is pressed at the work unit number on the first screen) control returns to the previous menu.
1A	ENTER	

<u>Number</u>	<u>Key Stroke</u>	<u>Description</u>
2	Q RETURN	This key sequence is used to "quit" entering data for the current record. Whatever function is being performed is immediately stopped, and any information already entered or changed for the current record is disregarded. The cursor is then positioned at the first field of the first screen.
3	ESC RETURN	This key sequence causes the cursor to skip from its current position to the bottom of the screen. The fields which are skipped over remain unchanged. There are certain fields which require an entry before this key sequence can be performed. In these cases the screen will provide the necessary prompts.
4	BACK SPACE RETURN	This key sequence causes the cursor to back up to the beginning of the previous field on the current screen. (You cannot back up to a previous screen by using this key sequence at the first field of a screen.)

In addition to these four keys, there are two other special keys which are used for editing information being entered. Unlike the four key sequences just described, these keys may be entered anywhere in a field.



Number	Key	Description
5	TAB	Pressing this key causes the cursor to move to the position following the next blank space. This key is generally used to save the reentering of correct data in a field which has to be only partially edited.
6	Delete	Pressing this key causes the character to the left of the cursor to be erased, and the cursor to be repositioned.

OTHER ENTERING AND EDITING HINTS

Important: You are not using a word processor. If you make a mistake while typing, use the "DELETE" key to erase text. Then re-type the text. Never use the "BACK SPACE" key for editing (except in conjunction with "RETURN" as described above). Use of this key will cause formatting or other printing problems.

When you are entering text in a field which may be several screen lines in length, and you reach the end of the line, the text will not wrap around to the next screen line automatically (as it does with a word processor), nor will there be a bell or other audible signal. Therefore, you must watch the screen to make sure that you press "RETURN" before reaching the end of the line. Otherwise, the error message "Data too long" will appear, and you will have to reenter text.

When you are entering text in a field that permits a number of lines, it is a good idea to leave some extra space at the end of each line. This will make it very easy to edit later on. For example, if words need to be added, you will not need to change all the lines.

GENERAL RULES FOR USING THE CWU SYSTEM

ACCESSING THE CONTRACT WORK UNIT SYSTEM

After you log in, the following Menu of options will be displayed on the screen:

MAIN MENU

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Your AWUPS manager today is:
Here is the first message line
Here is the second message line.
Here is the third message line.

Hard copy output will be produced on the Laser printer.

Please note the line referring to the AWUPS manager and the three "message" lines which follow. These will appear only the first time the MAIN MENU is displayed. Message lines may or may not appear. The AWUPS manager is the person to notify if you experience any problems with the system. The message area can be used by the AWUPS manager to send you messages. For example, if the system were going to be shut down for maintenance or a meeting was scheduled, a message would be displayed here.

Also note the line indicating the printer which will produce your hard copies. This line shows the current printer device setting. The default is the laser printer. For instructions on how to change the printer, refer to the addendum at the end of this manual.

Simply type "2" (for CWU System) and press "RETURN." The first time you access the CWU System during a work session, a screen prompting you to "Enter Your CWU Access Password:" will appear. Type in your system password and press "RETURN." A screen displaying the message "Please wait, access rights being checked." will appear.

If you do not correctly enter the password, you will receive the message, "Invalid password. Please try again." You will be allowed only three attempts to enter the correct password. The third time you enter an incorrect password, the message "Contact AWUPS manager for correct password." will display. Then you will be logged off automatically. (You also should contact the AWUPS manager if you forget your AWUP system password, or wish to change it.)

Once your access rights have been cleared, the Contract Work Unit Menu will appear.

Contractual Work Unit Plan

CWU Menu
*** ****

1. Add Work Unit Plan
2. Change Work Unit Plan
3. Delete Work Unit Plan
4. Display Work Unit Plan

Enter selection :

For which fiscal year are these work plans ?

Type the number of your selection and then press "RETURN."
For example, if you wish to change a work unit plan, type "2" and press "RETURN."

Next type the two digits for the fiscal year of the work unit plans. The fiscal year information is located in the top left box of your hard copy of the work unit plan. For example, if your hard copy has "FY85" then type "85" and press "RETURN."

CHANGING OPERATIONS

Changing Operations For Work Units Plans Of The Same Fiscal Year

If you wish to change operations (e.g. you wish to stop changing work unit plans and begin adding work unit plans) for CWUs which are for the same fiscal year as those on which you are currently working, all you need to do is access the CWU Menu and enter your selection. The CWU Menu is accessed by pressing "RETURN" as the CWU number on the first screen.

For example, if you are changing WUs and you wish to begin adding, press "RETURN" as the first entry to screen one below.

Change of Contractual Work Unit Plan						Screen 1 of 7
Date of plan:						
CWU number		Amendment		Status	[N-New C-Continuing]	
Title						
Contract Manager			Org symbol	Phone		
Start date		End date				
Work area number		Program element				
Tech base support		[D-Direct I-Indirect]				
SD	ESD	ASD	AD	BMO	AWS	
DMA	DNA	DCA	DARPA	SC	SAC	
TAC	ADC	MAC	AFCC	Other		
AF system(s)/mission(s) supported :						

(Note that the Base Support labels on your screen may differ from those in the diagram.)

The CWU Menu will appear.

Contractual Work Unit Plan

CWU Menu
*** **

1. Add Work Unit Plan
2. Change Work Unit Plan
3. Delete Work Unit Plan
4. Display Work Unit Plan

Enter selection :

For which fiscal year are these work plans ?

Enter "1" to select the option to add a work unit plan. Screen One will appear, with the heading, "Addition of Contractual Work Unit Plan."

Changing Fiscal Years

If you wish to perform either the same or a different operation for a different fiscal year, you must access the MAIN MENU. To access the MAIN MENU, you first must bring up the CWU Menu by pressing "RETURN" as the CWU number on the first screen (See above). Then at the CWU Menu press "RETURN" again. The MAIN MENU will appear.

MAIN MENU

**** *

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "2" to access the CWU system. The CWU Menu will reappear. Enter your desired operation and specify the fiscal year as prompted. You will then be ready to continue working.

Finish Using The System (Logging Off)

Whenever you finish using the system, you must "log off" before turning off the power and leaving the machine. To do this, return to the MAIN MENU and then press "RETURN."

ADDING A WORK UNIT PLAN

After accessing the Contract Work Unit system and selecting the option to add CWUs for a specified fiscal year, the following screen will be displayed:

Addition of Contractual Work Unit Plan				Screen 1 of 7	
② Date of plan:					
① CWU number	③ Amendment		④ Status [N-New C-Continuing]		
⑤ Title					
⑥ Contract Manager			⑦ Org symbol		⑧ Extension
⑨ Start date		⑩ End date			
⑪ Work area number		⑫ Program element			
⑬ Tech base support		[D-Direct I-Indirect]			
SD	ESD	ASD	AD	BMO	AWS
DMA	DNA	DCA	DARPA	SC	SAC
TAC	ADC	MAC	AFCC	Other	
⑭ AF system(s)/mission(s) supported :					

Note: The circled numbers on the diagram will not appear on your screen. They are there for your reference while reading this section. Also note that the Base Support labels on your screen may be different from those in the diagram.

It is assumed throughout this section that you are supplied with hard copies of the work unit plans, and that you are referring to them. An sample CWU hard copy can be found in Appendix A of this manual.

1. CWU NUMBER

The first step is to enter the CWU number of the plan that is to be added to the data base. This number is found in box 2 on your hard copy, labeled "CWU NUMBER."

The CWU number must be eight characters in length and may contain letters as well as numbers. If you enter a CWU number which contains more than eight characters, the message, "The data is too long. Please try again. (PRESS RETURN)" will be displayed. Press "RETURN" and reenter the CWU number. If special characters (e.g. *,#,\$,%) are included in the CWU number, the message "Illegal WU number. Please check. (PRESS RETURN)" will display. This error message also will display if blanks are embedded in the CWU number or if there is a problem with the machine. Therefore, if the cause of the error message is not obvious to you, please contact your AWUPS manager.

The purpose of the CWU number is to identify a Contract Work Unit Plan which is stored in the data base. Therefore this number will be assigned permanently to the plan (unless the CWU is deleted entirely).

Extracts (CWU Numbers Followed By "EX" on Hard Copy)

An extract is a separate CWU plan that describes work of a specified work area for a main contract which supports more than one work area. An extract will have the same CWU number as its main plan, but the extract also is identified by the letter following "EX." Therefore, when you enter the CWU number the message, "This CWU already exists." will flash on the screen, followed by the prompt, "Is this an extract of the main plan?"

If you respond to this prompt with a yes, the word "Extract" followed by a letter will appear to the right of the CWU number. The letter identifies the extract, and is assigned automatically

by the system, using the next available letter in alphabetic sequence. In other words, if the main plan already has extracts A and B in the data base, the newly entered extract will be assigned the letter C. When a computer-generated hard copy is produced, "EX" followed by the appropriate extract letter will appear next to the CWU number.

If for some reason this prompt appears when the plan is not an extract, (for example, if you made a typin error), respond with a no. The message, "A duplicate CWU number cannot be used. (PRESS RETURN)" will display. When you press "RETURN," a clean screen will appear and you can try again.

When you are working with an extract, you should consult the main plan with the same CWU number. Check to make sure the funds allocated for the extract are not greater than the funds allocated for the main plan. Also check the Program Element and Project numbers. If any discrepancies exist, be sure to notify your supervisor.

After you successfully enter the CWU number, the word "Basic" will appear next to the word "Amendment," the "reminder" prompt "Q-Quit ESC-skip rest of screen Back space-Back up <CR>-Leave as is" will be displayed at the bottom of the screen, and cursor control will go to the first field of Date Of Plan.

2. DATE OF PLAN

The next step is to enter the date of the plan. This information is found in box 1 on your hard copy. The Date of Plan, like all dates, really consists of three separate fields: day, month and year. Therefore you must press "RETURN" after each of the three entries.

This date field cannot be left blank. The default value is the current date. (For a full explanation about restrictions and error messages for date fields, refer to "Rules For Data Entry," rule 6, on page 2 of this user's guide.)

3. AMENDMENT

There is no box on your hard copy which corresponds with this field. You cannot enter information for this field. The cursor will jump from the Year field to the Status field, skipping over the CWU number and Amendment fields. Like the CWU number, the Amendment field provides an identification function. It indicates how many times the plan has been changed. Since you are adding a new work unit plan, the word "Basic" will be inserted automatically, indicating that this version is the first.

4. STATUS

This field corresponds with box 3 on your hard copy. The Status field must contain either a "C" or an "N." If you enter any other character the message, "Improper status code. Please re-enter. (PRESS RETURN)" will display.

5. TITLE

This field is for the CWU title and corresponds with box 4 on your hard copy. The field can be up to fifty characters in length. There are no restrictions concerning the type of characters that can be included. The field also can be left blank.

6. CONTRACT MANAGER

This field should contain the name of the contract manager exactly as it appears on your hard copy in box 5 under the heading, "CWU Manager." However the field cannot exceed 30 characters in length. This field can be left blank.

7. ORG SYMBOL

This field is for the organization symbol. It corresponds with the information under the heading, "ORG" in box 5 on your hard copy. This field can be up to four characters in length, consisting of numbers and/or letters. Generally it will be three letters.

8. PHONE

Phone really consists of two fields separated by a "-" on the screen. Phone is for the contract manager's telephone number, and corresponds with the information under the heading, "PHONE" in box 5 on your hard copy. The entry can be up to seven characters in length. It is assumed the phone number is your AUTOVON number.

9. START DATE / 10. END DATE

The information for the Start Date and End Date fields are found on your hard copy in boxes 6 and 7 respectively. These dates, like all dates, really consist of three fields each: day, month, and year. These fields can be left blank. The usual date restrictions apply. (See "Rules For Data Entry rule 6, on page 2 of this user's guide.)

11. WORK AREA NUMBER

This field corresponds with box 8, labeled "WA NO." on your hard copy. There can be up to five characters in this field. Generally it will consist of three numbers separated by periods, for example "3.1.5". However occasionally it will consist of five 9s ("99999"), which indicates that the contract is a "summary" plan that supports more than one work area and has extracts.

12. PROGRAM ELEMENT

The information for this field is found in box 9 on your hard copy. The field can be up to six characters in length.

13. TECH BASE SUPPORT

The information for Tech Base Support is in box 10 on your hard copy. This area on the screen really consists of seventeen fields. With the exception of the last field, "Other," the only acceptable entry for these fields is an "I" or "D" or a blank space. Any other entry will cause the message, "Incorrect code. Please enter again. (PRESS RETURN)" to display.

Enter a "d" in the space in front of the field which is listed next to "Direct" in box 10 on your hard copy. Enter an "i" in front of all the fields listed next to the word "Indirect" in box 10.

If you enter an "I" or "D" for the "Other" field, you will be allotted five spaces for a description. If the information for "Other" on your hard copy exceeds five characters, just do your best job of abbreviating.

14. AF SYSTEM(S)/MISSION(S) SUPPORTED:

This field corresponds with box 11 on your hard copy. The field is one screen line in length (or 80 characters). If the information on your hard copy exceeds this limitation, make your best effort to abbreviate.

LEAVING THE CURRENT SCREEN

When you are finished entering the information for the first screen (after pressing "RETURN" following the "AF System(s)/Mission(s) Supported" field), you will be prompted with, "Any Changes?" Double check to make sure you have entered all the necessary information correctly.

If you would like to change any of the information on the screen, enter a "Y" in response to this prompt. This will give you an opportunity to make changes before sending the information to the computer to be added to the data base. Entering "Y" will also bring up the prompt "Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is," giving you the opportunity to "quit" the screen, thus terminating the entire procedure.

To bring up the second screen, enter an "N" in response to the prompt.

SECOND SCREEN

Addition of Contractual Work Unit Plan XXXXXXXX

Screen 2 of 7

① Deficiency(ies) addressed [Up to four lines]

② Objective [Up to six lines]

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

Notice how the CWU number is displayed at the top of the screen (indicated by "XXXXXXX" in the diagram above). The CWU number will be displayed at the top of all of the remaining screens.

1. DEFICIENCY(IES) ADDRESSED

This field corresponds with box 12 on your hard copy. The field can be up to four full screen lines. There are no restrictions concerning the type of characters that can be included in this field. It also can be left blank. If the field is left blank, the system will automatically insert the word "None," which will appear the next time the work unit plan is retrieved from the data base.

If the information on your hard copy exceeds the allotted four lines, do your best to abbreviate the information.

If the field contains fewer than four lines, you must press "RETURN" a second time after you enter the last line to indicate to the system that you are done entering.

Recall the following concepts from the introductory section on data entry rules.

- A. If you make a typing mistake and wish to backup the cursor, use the "DELETE" key; DO NOT use the "BACK SPACE" key.
- B. You must press "RETURN" at the end of each screen line; text does not wrap around automatically, nor does a beep or bell sound to alert you that you have reached the end of a line.
- C. It is a very good idea to leave some blank space at the end of each screen line so that future editing may be simplified.
- D. If, after entering the information for the field, you notice a mistake that needs correcting and you press "BACK SPACE" "RETURN" to move the cursor back to the beginning of the field, remember that you do not need to re-type the entire line. The "TAB" key can be used to skip over those words which do not need to be changed.

2. OBJECTIVE

This field corresponds with box 13 on your hard copy. The field can be up to six full screen lines. There are no restrictions concerning the type of characters that can be included in this field. It also can be left blank. If the field is left blank, the system will automatically insert the word "None," which will appear the next time the work unit plan is retrieved from the data base.

If the information on your hard copy exceeds the allotted six lines, abbreviate the information as well as you can.

If the field contains fewer than six lines, you must press "RETURN" a second time after entering the last line in order to indicate to the system that you are done entering data.

LEAVING THE CURRENT SCREEN

When you reach the bottom of the second screen, you again will be prompted with, "Any changes?" If you wish to make any editing changes, or to terminate the entire operation, respond to this prompt affirmatively. If you are unfamiliar with editing techniques, please refer to the introductory section on data entry rules.

Enter "N" at the prompt to call up the third screen.

THIRD SCREEN

Addition of Contractual Work Unit Plan XXXXXXXX

Screen 3 of 7

① Significance [Up to six lines]

② Approach [Up to twelve lines]

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

1. SIGNIFICANCE

The information for this field is in box 14 on your hard copy. The field can be up to six full screen lines. There are no restrictions concerning the type of characters that can be included in this field. It also can be left blank. If the field is left blank, the system will automatically insert the word "None," which will appear the next time the work unit plan is retrieved from the data base.

If the information on your hard copy exceeds the allotted six screen lines, abbreviate the information as well as you can.

If the field contains fewer than six lines, you will need to press "RETURN" a second time after you enter the last line in order to indicate to the system that you are done entering.

2. APPROACH

The information for this field is in box 15 on your hard copy. This field can be up to twelve lines. There are no restrictions concerning the type of characters that can be included in this field. It also can be left blank. If the field is left blank, the system will automatically insert the word "None," which will appear the next time the work unit plan is retrieved from the data base.

If there is more information on your hard copy than will fit in the allotted twelve lines, just do your best job of abbreviating.

If the field contains fewer than twelve lines, you must press "RETURN" a second time after you enter the last line in order to indicate to the system that you are done entering.

LEAVING THE CURRENT SCREEN

When you reach the bottom of the third screen, you again will be prompted with, "Any changes?" If you wish to make any editing changes, or to terminate the entire operation, respond to this prompt affirmatively. If you are unfamiliar with editing techniques, please refer to the introductory section, pages 2 through 7.

When no more changes are necessary, enter "N" at the prompt to bring up the fourth screen.

FOURTH SCREEN

① Milestones [Up to fourteen]

Screen 4 of 7

Seq # Mon Yr Event

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

1. MILESTONES

This screen is for entering the information which is contained in box 16 (MILESTONES) on your hard copy. This screen can be up to fourteen lines in length. Each line contains four fields: Sequence Number, Month, Year, and Event. The screen also can be left blank. If the screen is left blank, the system will automatically insert the word "None," which will appear the next time the work unit plan is retrieved from the data base.

Sequence Number

A Sequence Number is used to uniquely identify each milestone for a work unit plan. The Sequence Number can be one or two characters.

Month

The month entry must be a number from 1 to 12. If you enter a non-numeric character the message, "Input error. Please enter integer. (PRESS RETURN)" will display. If you enter a number greater than 12, the message "Invalid month. Please enter again. (PRESS RETURN)" will display.

Year

The year entry must be either one or two digits. If you enter a non-numeric character the message, "Input error. Please enter integer. (PRESS RETURN)" will display. Once you have entered a month entry, you also must enter a year. Therefore, if you enter a blank, the message "A year must be given. Please enter again. (PRESS RETURN)" will display.

Event

There are no restrictions concerning the type of characters that can be included in the Event field. The Event field can be up to 65 characters in length. If the description on your form requires space for more than 65 characters, abbreviate the information.

LEAVING THE CURRENT SCREEN

If the Milestones screen contains fewer than fourteen lines, you must press "RETURN" a second time after entering the last line in order to indicate to the system that you are done entering. When you reach the bottom of the Milestones screen, you again will be prompted with, "Any changes?" If you wish to make any editing changes, or to terminate the entire operation, respond yes to this prompt. Enter "N" at the prompt to bring up the fifth screen.

FIFTH SCREEN

Addition of Contractual Work Unit Plan XXXXXXXX

Screen 5 of 7

Contract information [Enter code for each line]

- ① a. [1-Contract 2-Grant 3-Fund transfer 4-TBD]
- ② b. [1-TPP 2-D&F 3-N/A]
- ③ c. [1-Univ(U.S.) 2-Univ(Foreign) 3-Industry 4-Govt agency 5-TBD]
- ④ d. [1-Sole source 2-Competitive 3-TBD]
- ⑤ Associated research contract (Y or N)
- ⑥ Synopsis submission date ⑦ PR initiation date
- ⑧ Contractor organization
- ⑨ Contract number
- ⑩ Principal investigator

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

CONTRACT INFORMATION

This screen is for entering the information found on your hard copy in box 17, labeled "Contract Information."

1. Instrument Type

The only acceptable entry for "Instrument Type" is a 1, 2, 3, or 4, which correspond with the possible choices indicated on the screen (and in the diagram above). Therefore, if the Instrument Type on your hard copy has "GRANT" next to it, you would type a "2" for this field.

If you enter a number other than 1, 2, 3, or 4, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

2. Authority

The only acceptable entry for "Authority" is a 1, 2, or 3. If you enter a number other than 1, 2, or 3, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

Enter the number which corresponds to the entry on your hard copy. For example, if your hard copy reads "N/A," enter a "3."

3. Institution

The only acceptable entry for "Institution" is a 1, 2, 3, 4, or 5. If you enter any other number, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

Enter the number which corresponds to the entry on your hard copy. For example, if your hard copy reads "TBD," enter a "5."

4. Source

The only acceptable entry for "Source" is a 1, 2, 3, 4, or 5. If you enter any other number, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

Enter the number which corresponds to the entry on your hard copy.

5. ASSOCIATED RESEARCH CONTRACT

This field corresponds with letter "e" in box 17 on your hard copy. The field must contain a "Y" or an "N." The default value is "N." If you enter any response other than a yes or no, the message "You must answer Y or N. Please enter again. (PRESS RETURN)" will display.

6. SYNOPSIS SUBMISSION DATE / 7. PR INITIATION DATE

These dates correspond with the dates in boxes 18 and 19 on your hard copy. The three fields for each date must contain either valid date entries or nothing. Therefore, if your hard copy reads "N/A," as will often be the case, you should leave the date blank. If you do enter a date, the usual date restrictions apply. (See "Rules For Data Entry," rule 6, on page 2 of this user's guide.

8. CONTRACTOR ORGANIZATION

This field is for the name of the Contract/Grant/Government Organization which the CWU will fund, and corresponds with box 20 on your hard copy. The field can be up to 30 characters in length. If the information on your hard copy requires more space, you will have to abbreviate the information as well as you can. If there is no information on your hard copy, enter "TBD" in this field.

9. CONTRACT NUMBER

The cursor will skip over this field; you cannot enter any information here. The system will give a value to this field automatically when the contract covering the work in the work unit plan is obligated.

10. PRINCIPAL INVESTIGATOR

This field corresponds with box 21 on your hard copy. The limit is 20 characters. If there is no name on your hard copy, enter "TBD."

LEAVING THE CURRENT SCREEN

At the bottom of the screen, you again will be prompted with, "Any changes?" If you wish to make any editing changes, or to terminate the entire operation, respond yes to this prompt.

Enter "N" at the prompt to bring up the next screen.

SIXTH SCREEN

Addition of Contractual Work Unit Plan XXXXXXXX

Screen 6 of 7

Resources [Up to sixteen sources]

Source of funds

Funds (\$K)

① Org ② P.E. ③ PROJTK ④ Total prior years ⑤ FY 85 ⑥ FY 86 ⑦ FY 87

⑧ Total (\$K)

⑨

Contract managing time [Hours for FY 85]
Civilian
Military

This screen is for the fund sources and amounts supporting the CWU, and corresponds with box 22 on your hard copy.

1. ORG - This is the funding organization. The entry can be up to 8 characters.
2. P.E. - This is for the Program Element. The entry can be up to 6 characters.
3. PROJTK - This is for the project and task. The entry can be up to 8 characters. It is usually the first six characters of the WU number.
4. TOTAL PRIOR YEARS / 5. FYX1 / 6. FYX2 / 7. FYX3
(where X1 is the fiscal year chosen, X2 is the next fiscal year, X3 is two years from the chosen fiscal year)

These fields can be up to 6 characters each. Only numeric characters are acceptable. (Therefore do not enter the letter "K" which appears on your hard copy.) If the number on your hard copy is a decimal, round it to the nearest integer (using the rule: greater than or equal to .5 round up, less than .5 round down). Entering any non-numeric number will cause the message "Input error. Please enter integer. (PRESS RETURN)" to display.

There can be up to eight lines (each with seven fields) visible on the screen. However, you may enter up to sixteen resource lines if necessary. The portion of the screen containing the eight lines will scroll as you continue to enter resource lines. After you enter the last line, press "RETURN" a second time to indicate to the system that you are done entering.

8. TOTAL

The system will total the columns automatically. Note that the summed total for "Total Prior Years" will not be displayed on the screen.

9. CONTRACT MANAGING TIME

On your hard copy, one of the boxes next to either "CIV" or "MIL" should be checked, with from one to three numbers to the right of the boxes. It is also possible that this area will be left blank.

If "CIV" is checked, enter the number(s) next to "Civilian" on the screen, and if "MIL" is checked, enter the number(s) next to "Military." There are three fields each for both "Civilian" and "Military" which correspond with the fiscal years X1, X2, and X3. If there is only one number, enter it in the first field, (and just press "RETURN" to cause the other fields to default to zero.)

If this area is blank, just use "RETURN" to cause the fields to default to zero.

LEAVING THE CURRENT SCREEN

At the bottom of the screen, you again will be prompted with, "Any changes?" If you wish to make any editing changes, or to terminate the entire operation, answer yes to this prompt.

When no more changes are necessary, enter "N" at the prompt to bring up the next screen.

SEVENTH SCREEN

Addition of Contractual Work Unit Plan XXXXXXXX

Screen 7 of 7

Signature Blocks

WU Manager

Task Scientist

RM (if applicable)

Project Scientist

Branch Chief

Division Director

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

This screen is for the signature blocks. Simply enter the names next to the appropriate headings. These fields can be up to 26 characters. These fields also can be left blank.

When you reach the bottom of the screen, you again will be prompted with, "Any changes?" If you wish to make any editing changes, or to terminate the entire operation, respond to this prompt affirmatively.

Once everything is correct, enter "N" at the prompt. You will then be prompted with, "Do you want a hard-copy of this CWU? (Y or N)." After you respond to this prompt, the CWU will be added to the data base. A screen with the message "Information being added. Please Wait" will appear, followed (hopefully) by the message "Information added successfully." A new Screen One will then appear so that you may enter another CWU.

If you requested a hard copy and the system is experiencing problems printing, the message "Trouble printing a copy." will flash on the screen, and you will not receive a hard copy. If you receive any other sort of error message at this point, consult your AWUPS manager.

CHANGING A WORK UNIT PLAN

After accessing the Contract Work Unit system and selecting the option to change CWUs for a specified fiscal year, the following screen will be displayed:

Change of Contractual Work Unit Plan				Screen 1 of 7	
(2) Date of plan:					
(1) CWU number	(3) Amendment	(4) Status	[N-New C-Continuing]		
(5) Title					
(6) Contract Manager		(7) Org symbol	(8) Extension		
(9) Start date	(10) End date				
(11) Work area number	(12) Program element				
(13) Tech base support	[D-Direct I-Indirect]				
SD	ESD	ASD	AD	BMO	AWS
DMA	DNA	DCA	DARPA	SC	SAC
TAC	ADC	MAC	AFCC	Other	
(14) AF system(s)/mission(s) supported :					

Note: The circled numbers on the diagram will not appear on your screen. They are there for your reference while reading this section. Also note that the Base Support labels on your screen may be different from those in the above diagram.

The overall objective is to change the plan stored in the data base to reflect the hard copy. Therefore, throughout this section it is assumed that you are working with a hard copy of the work unit plan.

It is also assumed that you are somewhat familiar with the basic editing techniques discussed on pages 2 through 7 of this user's guide. Please review these pages if necessary.

You can change only those plans which are stored in the data base under the division in which you are working (as specified by your system access code). In addition, you can change only the most recent version of a work unit plan. For example, if there have been four revisions to a plan, you cannot change version two.

Whenever you change a work unit plan, a hard copy will be printed automatically. If for some reason the system is experiencing printing problems, the message "A problem printing the old version of the WU. Do you want to continue?" will display. This message could display at the bottom of any of the screens. If you respond "no", a new screen one will appear and any information entered up to that point will be ignored. A "yes" will cause the update process to proceed normally, except a hard copy will not be produced.

There are several fields that cannot be changed by the user during the update procedure: CWU number, Extract letter, and Amendment. These fields provide identification functions.

1. CWU NUMBER

The first step is to enter the CWU number (found in box 2 on the hard copy) of the plan that is to be changed. This number is eight characters in length and may contain letters as well as numbers. The purpose of this number is to identify a Contract Work Unit Plan which is stored in the data base. This number cannot be changed.

If you enter a CWU number of a plan that has not been entered into the data base already, the message, "There are no versions of this WU number. (PRESS RETURN)" will be displayed at the bottom of the screen. If this happens, press "RETURN" and try again. You may have made a typing error such as typing a lower case letter "l" when the number "1" was required. If after reentering the CWU number, you still cannot access the plan to be changed, consult your supervisor.

If you enter more than eight characters for a CWU number, the message, "The data is too long. Please try again. (PRESS RETURN)" will be displayed at the bottom of the screen. Press "RETURN" and reenter the CWU number.

EXTRACT

After you successfully type in the CWU number and hit "RETURN," the word "Extract" will appear following the number. An Extract is a separate CWU plan describing work in a given work area for a main plan which supports more than one work area. You can identify a plan as an extract if the CWU number is followed by "EX" and a letter on the computer generated hard copy.

What To Do For A Main Plan

If the CWU which you are changing is a main plan (i.e., the CWU number is not followed by "EX letter"), then simply press "RETURN." At this point, all the previously entered information for this screen of the work unit plan will appear along with the prompt, "Is this the correct WU plan?" You must respond to this prompt before you can gain control of the cursor and make any changes.

Carefully check the information on your hard copy against the information on the screen. If this plan is not the correct one, or if you wish to quit the screen, enter "N" in response to the prompt. To answer "yes" to the prompt, enter a "Y" or simply press "RETURN" as the default value is "yes."

The screen will then prompt you with "Any changes?" The same procedure for responding yes or no applies here. If you answer this prompt with an "N," the next CWU screen will be displayed. If you answer "yes," the cursor will move to the top of the screen (the first date field), and you will be able to begin making the necessary changes. You will also be able to quit the CWU at this point. The reminder prompt "Q-Quit ESC-skip rest of screen Back space-Back up <CR>-Leave as is" will be displayed at the bottom of the screen.

What To Do For An Extract

If the plan you are changing is an extract of a main plan, you will need to type in the extract letter following the word "Extract." The extract letter is the letter appearing after "EX" on the hard copy.

Check the information displayed on the screen against the information on the hard copy of the plan to make sure you have entered the correct CWU number and extract letter. Then respond to the prompt, "Is this the correct plan?"

If the specified extract is not in the data base, the message, "There are no versions of this WU number. (PRESS RETURN)" will be displayed. If none of the extracts is correct, you will need to return to the CWU Menu in order to add the extract. (See chapter on adding a work unit plan.)

It is possible that a particular extract exists but is not accessible to the division you are working in. In this case the error message, "This WU plan not in your division. Please check number. (PRESS RETURN)" will appear. Simply press "RETURN" and continue to search for the correct extract.

The error message, "That key is invalid for this field" will appear if (by mistake hopefully) you enter "ESC" as the extract letter.

When you are working with an extract, you should consult the main plan with the same CWU number. Check to make sure the funds allocated for the extract are not greater than the funds allocated for the main plan. Also check the P.E. and Project numbers. If any discrepancies exist, be sure to notify your supervisor.

2. DATE OF PLAN

This will be the first area that you will be able to change. The Date of Plan, like all dates, really consists of three fields. Check this date against the date on your hard copy, and make any necessary changes. You do not need to erase what is already there. Just type over what is there and it will be erased automatically. Remember that if you do not wish to change these fields, pressing "RETURN" will move the cursor to the next field, leaving the data unchanged.

These fields cannot be left blank. There are the same restrictions which apply to all date entries. (For a full explanation of restrictions and error messages, refer to "Rules For Data Entry," rule 6, on page 2 of this user's guide.)

3. AMENDMENT

You cannot enter changes for this field. The cursor will jump from the Year field to the Status field, skipping over the CWU number and Amendment fields. Like the CWU field, the Amendment field provides an identification function. It indicates how many times the plan has been changed. What is displayed on the screen is the most recent amendment. After you finish making all the necessary changes to a work unit plan and store them, this field will be changed automatically by your system.

4. STATUS

This field corresponds with box 3 on your hard copy. The Status field must contain either a "C" or an "N." If you enter any other character the message, "Improper status code. Please re-enter. (PRESS RETURN)" will display.

5. TITLE

This field corresponds with box 4 on your hard copy and can be up to fifty characters in length. It also can be left blank.

Recall from the introductory section on special keys used for data entry that if you wish to edit a portion of a field only, you can use the "TAB" key to skip over the words which do not need to be changed. However, if you want to make a correction to a word, you must re-type the entire word. Then use the "TAB" key to move to the end of the field before pressing "RETURN." (Remember that "RETURN" will leave data unchanged only when the key is entered as the first entry to a field. If you press "RETURN" while in the middle of a field, all the text in the field which follows the cursor will be erased.)

6. CONTRACT MANAGER

This field should contain the name of the contract manager exactly as it appears on your hard copy in box 5 under the heading "CWU Manager." However the field cannot exceed 30 characters in length. This field can be left blank.

7. ORG SYMBOL

This field is for the organization symbol. It corresponds with the information under the heading "ORG" in box 5 on your hard copy. This field can be up to four characters in length, consisting of numbers and/or letters. Generally it will be three letters.

8. PHONE

This area corresponds with the information under the heading "PHONE" in box 5 on your hard copy. Phone is really two fields separated by a "-". That means that you must press "RETURN" following the first three characters. Phone can be up to seven characters in length.

9. START DATE / 10. END DATE

The Start date and End date areas correspond with boxes 6 and 7 respectively on your hard copy. Each date really consists of three fields: day, month, and year. These fields can be left blank. However, if filled in, there are the usual date restrictions (See "Rules For Data Entry," rule 6 on page 2 of this user's guide.)

11. WORK AREA NUMBER

This field corresponds with box 8 on your hard copy, labeled "WA NO." There can be up to five characters in this field. Generally it will consist of three numbers separated by periods, for example "3.1.5". However occasionally it will consist of five 9s ("99999"), which indicates that the contract is a "summary" plan that supports more than one work area and therefore has extracts.

12. PROGRAM ELEMENT

Program Element is in box 9 on your hard copy. This field can be up to six characters in length.

13. TECH BASE SUPPORT

The information for Tech Base Support is in box 10 on your hard copy. This area really consists of seventeen fields. With the exception of the last field, "Other," the only acceptable entry for these fields is an "I" or "D" or a blank space. Any other entry will cause the message, "Incorrect code. Please enter again. (PRESS RETURN)."

Enter a "d" in the space in front of the field which is listed next to "Direct" in box 10 of your hard copy. Enter an "i" in front of the fields listed next to the word "Indirect" in box 10 of your hard copy.

If you enter an "I" or "D" for the "Other" field, you will be allotted five spaces for a description. If the information for "Other" on your hard copy exceeds five characters, just do your best job of abbreviating.

14. AF SYSTEM(S)/MISSION(S) SUPPORTED:

This field corresponds with box 11 on your hard copy. The field is one screen line in length (or 80 characters). If the information on your hard copy exceeds this limitation, make your best effort to abbreviate.

LEAVING THE CURRENT SCREEN

When you are finished making changes on the first screen (after pressing "RETURN" from the "AF System(s)/Mission(s) Supported" field), You will be prompted with, "Any Changes?" Double check to make sure you have entered all the necessary changes correctly. If more changes are necessary, respond with a yes.

To bring up the second screen, enter an "N" in response to this prompt.

SECOND SCREEN

Change of Contractual Work Unit Plan XXXXXXXX

Screen 2 of 7

① Deficiency(ies) addressed [Up to four lines]

② Objective [Up to six lines]

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

This screen will be filled with the previously entered information, and the "Any Changes?" prompt will be displayed at the bottom of the screen. Check the information on the screen against your hard copy. If no changes to this screen are necessary, enter "N" at the prompt to bring up the third screen. To gain control of the cursor in order to make any changes, you must respond "yes" to the "Any Changes?" prompt.

1. DEFICIENCY(IES) ADDRESSED

This field corresponds with box 12 on your hard copy, and can be up to four full screen lines. It might contain the word "None," which is the default value for this field if left blank.

Recall from the introductory section on special keys used for data entry that if you wish to edit a portion of a line only, you can use the "TAB" key to skip over the words which do not need to be changed. However, if you want to make a correction to a word, you must re-type the entire word. Then use the "TAB" key to move to the end of the field before pressing "RETURN." (Remember that "RETURN" will leave data unchanged only when the key is the first entry to a field. If you press "RETURN" while in the middle of a line, all the text in the line which follows the cursor will be erased.) To delete a whole line, enter a blank as the first character, and then press "RETURN."

Also, remember that if you wish to back up the cursor within a field, use the "DELETE" key; do not use the "Back Space" key.

2. OBJECTIVE

This field corresponds with box 13 on your hard copy, and can be up to six full screen lines. It could also contain the word "None," which is the default value for this field. The editing techniques described above for "Deficiencies" also apply to this field.

LEAVING THE CURRENT SCREEN

When you reach the bottom of the second screen, you again will be prompted with, "Any changes?" Provided screen two has been edited properly, enter "N" to call up the third screen.

THIRD SCREEN

Change of Contractual Work Unit Plan XXXXXXXX

Screen 3 of 7

① Significance [Up to six lines]

② Approach [Up to twelve lines]

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

The screen will be filled with the information previously entered for the plan. To gain control of the cursor in order to make any changes to this screen, you must respond affirmatively to the "Any Changes?" prompt. Editing techniques for this screen are the same as for the second screen.

1. SIGNIFICANCE

This field corresponds with box 14 on your hard copy. The field can be up to six full screen lines. It also may contain the word "None," which is the default for this field if it is left blank.

2. APPROACH

This field corresponds with box 15 on your hard copy, and can be up to twelve lines. It also may contain the word "None," which is the default for this field if it is left blank.

LEAVING THE CURRENT SCREEN

When you reach the bottom of the third screen, you again will be prompted with, "Any changes?" If you need to make additional editing changes, or to terminate the entire operation, respond to this prompt affirmatively.

Enter "N" at the prompt to bring up the fourth screen.

FOURTH SCREEN

Change of Contractual Work Unit Plan SAMPLE1
① Milestones (Up to fourteen)

Screen 4 of 7

Seq # Mon Yr Event

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

The screen will be filled with information previously entered, and the "Any Changes?" prompt will be displayed at the bottom of the screen. If no changes to this screen are necessary, you can bring up the next screen by entering "N" in response to this prompt. Answer "yes" if you need to edit the screen.

1. MILESTONES

This entire screen corresponds with the information contained in box 16 (MILESTONES) on your hard copy. This screen can be up to fourteen lines in length. Each line contains four fields: Sequence Number, Month, Year, and Event. The screen also may contain the word "None," which indicates that it previously had been left blank.

Remember that if you want to change only one field on a line, "RETURN" as the first entry to a field will leave a field unchanged. Use of the "TAB" key will enable you to make changes to just a portion of a field.

Sequence Number

The Sequence Number is used to uniquely identify each milestone for a work unit plan. The Sequence Number can be up to two characters in length. If you delete a sequence number (by entering a blank followed by "RETURN"), all of the other fields for that milestone will be deleted automatically.

Month

The month entry must be a number from 1 to 12. If you enter a non-numeric character the message, "Input error. Please enter integer. (PRESS RETURN)" will display. If you enter a number greater than 12 the message, "Invalid month. Please enter again. (PRESS RETURN)" will display.

Year

The year entry must be either one or two digits. If you enter a non-numeric character the message, "Input error. Please enter integer. (PRESS RETURN)" will display. Once you have entered a month entry, you also must enter a year. Therefore, if you enter a blank, the message "A year must be given. Please enter again. (PRESS RETURN)" will display.

Event

There are no restrictions concerning the type of characters that can be included in the Event field. The Event field can be up to 65 characters in length. If the information on your form requires space for more than 65 characters, you must abbreviate. Remember, if you need to change only a portion of the event field, use of the "TAB" key is recommended. (Use of the "TAB" key is explained on page 6.)

LEAVING THE CURRENT SCREEN

When you reach the bottom of the Milestones screen, you again will be prompted with, "Any changes?" If you need to make additional editing changes, or wish to terminate the entire operation, respond "yes" to this prompt.

Enter "N" at the prompt to bring up the fifth screen.

FIFTH SCREEN

Change of Contractual Work Unit Plan XXXXXXXX

Screen 5 of 7

Contract information [Enter code for each line]

- ① a. [1-Contract 2-Grant 3-Fund transfer 4-TBD]
- ② b. [1-TPP 2-D&F 3-N/A]
- ③ c. [1-Univ(U.S.) 2-Univ(Foreign) 3-Industry 4-Govt agency 5-TBD]
- ④ d. [1-Sole source 2-Competitive 3-TBD]
- ⑤ Associated research contract (Y or N)
- ⑥ Synopsis submission date ⑦ PR initiation date
- ⑧ Contractor organization
- ⑨ Contract number
- ⑩ Principal investigator

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

Check the information on the screen against that on your hard copy. If changes to the screen are required, respond positively to the "Any Changes?" prompt.

CONTRACT INFORMATION

This screen contains the information found on your hard copy in box 17, labeled Contract Information.

1. Instrument Type

The only acceptable entry for "Instrument Type" is a 1, 2, 3, or 4, which correspond with the possible choices indicated on the screen (and in the diagram above). Therefore if the Instrument Type reads "GRANT" on your hard copy, you would type a "2" for this field.

If you enter a number other than 1, 2, 3, or 4, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

2. Authority

The only acceptable entry for "Authority" is a 1, 2, or 3. If you enter a number other than 1, 2, or 3, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

Enter the number which corresponds to the entry on your hard copy. For example, if your hard copy reads "N/A," enter a "3."

3. Institution

The only acceptable entry for "Institution" is a 1, 2, 3, 4, or 5. If you enter any other number, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

The number on the screen should correspond with the entry on your hard copy.

4. Source

The only acceptable entry for "Source" is a 1, 2, 3, 4, or 5. If you enter any other number, the message "Code out of range. Please enter again. (PRESS RETURN)" will display. If you enter a non-numeric character, the message "Input error. Please enter an integer. (PRESS RETURN)" will display.

Make sure the number on the screen corresponds with the entry on your hard copy.

5. ASSOCIATED RESEARCH CONTRACT

This field corresponds with letter "e" in box 17 on your hard copy. The field must contain a "Y" or an "N." The default value is "N." If you enter any response other than a yes or no, the message "You must answer Y or N. Please enter again. (PRESS RETURN)" will display.

6. SYNOPSIS SUBMISSION DATE / 7. PR INITIATION DATE

These dates correspond with the dates in boxes 18 and 19 on your hard copy. The three fields for each date must contain either valid date entries or nothing. Therefore, if your hard copy reads "N/A," as will often be the case, the date should be left blank. If you do enter a date, the usual restrictions apply. (See "Rules For Data Entry," rule 6, on page 2 of this user's guide.)

8. CONTRACTOR ORGANIZATION

This field is for the name of the Contract/Grant/Government Organization which the CWU will fund, and corresponds with box 20 on your hard copy. The field can be up to 30 characters in length. If the information on your hard copy requires more space, you will have to abbreviate the information as well as you can. If there is no information on your hard copy, enter "TBD" in this field.

9. CONTRACT NUMBER

The cursor will skip over this field; you cannot make changes here. The system will give a value to this field automatically when the contract covering the work in the work unit plan is obligated.

10. PRINCIPAL INVESTIGATOR

This field corresponds with box 21 on your hard copy. The limit is 20 characters. If there is no name on your hard copy, enter "TBD."

LEAVING THE CURRENT SCREEN

At the bottom of the screen, you again will be prompted with, "Any changes?" If you wish to make any further editing changes, enter "y".

Enter "N" at the prompt to bring up the next screen.

SIXTH SCREEN

Change of Contractual Work Unit Plan XXXXXXXX

Screen 6 of 7

Resources [Up to sixteen sources]

Source of funds

Funds (\$K)

① Org ② P.E. ③ PROJTK ④ Total prior years ⑤ FY 85 ⑥ FY 86 ⑦ FY 87

⑧ Total (\$K)

⑨

Contract managing time [Hours for FY 85]
Civilian
Military

This screen will contain the fund sources and amounts supporting the CWU, and corresponds with box 22 on your hard copy. If changes to this screen are necessary, respond with a "yes" to the "Any Changes?" prompt displayed at the bottom of the screen.

1. ORG - This is for the funding organization. The entry can be up to 8 characters.
2. P.E. - This is for the program element. The entry can be up to 6 characters.
3. PROJTK - This is for the project and task. The entry can be up to 8 characters. It is usually the first six characters of the CWU number.

4. TOTAL PRIOR YEARS / 5. FYX1 / 6. FYX2 / 7. FYX3
(where X1 is the current fiscal year, X2 is the next fiscal year,
and X3 is two years from the current fiscal year)

These fields can be up to 6 characters each. Only numeric characters are acceptable. Therefore do not enter the letter "K" which appears on your hard copy. If the number on your hard copy is a decimal, round it to the nearest integer (using the rule: greater than or equal to .5 round up, less than .5 round down). Entering any non-numeric number will cause the message "Input error. Please enter integer. (PRESS RETURN)" to display.

There can be up to eight lines (each with seven fields) visible on the screen. However, there may be up to a maximum of sixteen resource lines.

If there are more than eight resource lines stored, the prompt, "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. The portion of the screen containing the eight lines will scroll if you wish to view more resource lines. After you enter the last line, press "RETURN" a second time to indicate to the system that you are done.

8. TOTAL

You cannot change the totals. The system totals the columns automatically. Therefore, if you make changes to the columns, the total will be adjusted automatically. Note that the summed total for "Total Prior Years" will not be displayed on the screen.

9. CONTRACT MANAGING TIME

On your hard copy, one of the boxes next to either "CIV" or "MIL" should be checked, with from one to three numbers to the right of the boxes. It is also possible that this area will be left blank.

If "CIV" is checked, enter the number(s) next to "Civilian" on the screen, and if "MIL" is checked, enter the number(s) next to "Military." There are three fields each for both "Civilian" and "Military" which correspond with the fiscal years X1, X2, and X3. If there is only one number, enter it in the first field, (and just press "RETURN" to cause the other fields to default to zero.) If this area is blank, just use "RETURN" to cause the fields to default to zero.

LEAVING THE CURRENT SCREEN

At the bottom of the screen, you again will be prompted with, "Any changes?" If you need to make additional editing changes, or wish to terminate the entire operation, answer "yes" to this prompt.

Enter "N" at the prompt to bring up the next screen.

SEVENTH SCREEN

Change of Contractual Work Unit Plan XXXXXXXX

Screen 7 of 7

Signature Blocks

WU Manager

Task Scientist

RM (if applicable)

Project Scientist

Branch Chief

Division Director

Q-Quit ESC-Skip rest of screen Back space-Back up <CR>-Leave as is

The information for this final screen will be displayed, along with the "Any Changes?" prompt. To gain control of the cursor to make changes, you must respond with a "yes" to this prompt. Enter "N" if you are ready to store the updated work unit plan.

This final screen is for the signature blocks. Check to make sure the names are correct. These fields can be up to 26 characters. The fields also can be left blank.

When you reach the bottom of the screen, you again will be prompted with "Any Changes?" If you have not made a single change to any of the screens for this CWU, you could respond yes to this prompt and then quit the screen, thus saving yourself the time of restoring an unchanged work unit.

Once everything is correct, enter "N" at the prompt. A screen with the message "Please Wait, information being updated." will appear, followed (hopefully) by the message "Information changed successfully." A new Screen One will then appear so that you may change another CWU.

Whenever you change a work unit plan, the system automatically prints a hard copy for you. If for some reason the system is experiencing printing problems, the message "Trouble printing an updated CWU." will display on the screen. All this means is that you will not receive a hard copy. If you receive any other sort of error message at this point, consult your AWUPS manager.

DELETING A CWU

After accessing the Contract Work Unit system, selecting the option to delete a CWU (option 3) for a specified fiscal year, the following screen will be displayed: (If this procedure is unclear to you, refer to the section titled "Accessing The Contract Work Unit System" on page 9 of this user's guide.)

Deletion of Contractual Work Unit Plan						Screen 1 of 7
Date of plan:						
CWU number	Amendment			Status	[N-New C-Continuing]	
Title						
Contract Manager			Org symbol	Phone		
Start date		End date				
Work area number		Program element				
Tech base support		[D-Direct I-Indirect]				
SD	ESD	ASD	AD	BMO	AWS	
DMA	DNA	DCA	DARPA	SC	SAC	
TAC	ADC	MAC	AFCC	Other		
AF system(s)/mission(s) supported :						

You can delete only those plans which are stored in the data base under the division in which you are working (as specified by your system access code). In addition, you can delete only the most recent version of a work unit plan. Therefore, if you wish to delete an older version, you must first delete the more recent versions.

Step 1

Enter the number of the CWU you wish to delete from the data base.

Step 2

Extract - If the work unit plan you wish to delete is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy.

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Step 3

Carefully check the information on the screen against the information on your hard copy. If you have not accessed the correct plan (for example you have entered the wrong extract letter), enter an "N." This will bring up a new screen so that you can reenter the CWU number.

As long as you have accessed the CWU you wish to delete, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Pressing "RETURN" will cause the second screen of the CWU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Check the information on the screen against your hard copy. Then press "RETURN."

Repeat this sequence for all subsequent screens.

Note that in some rare cases, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the CWU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To continue (or to see "no more" lines), press "ESC" key. If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 4

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Is this the CWU you want deleted (Y or N)?" will appear, giving you a final opportunity to save the CWU. If you have noticed any discrepancies while checking the screens, or have any doubt about whether the CWU is the one to be deleted, enter an "N." This will cause a new first screen to be displayed, and the specified CWU will not be deleted from the data base.

Provided that you have verified that the specified CWU is the one to be deleted, enter "Y" in response to the prompt. (Note that pressing "RETURN" does not cause the system to default to "yes." This is a built-in safety precaution to prevent accidental deletion of work unit plans.) This will cause the CWU to be deleted from the data base, and the message "Information being deleted. Please wait." will flash on the screen. When the operation is completed, the message, "Information deleted successfully" will be displayed, followed by a new first screen, so that you can delete another CWU if desired.

A hard copy of the deleted plan will be printed out automatically by the system. If for some reason the system is experiencing printing problems, the prompt "A problem printing the CWU to be deleted. Do you want to continue (Y or N)?" will display. If you answer no, the operation will be terminated and the CWU will not be deleted from the data base. If you answer yes, the CWU will be deleted from the data base, but you will not receive a hard copy.

DISPLAYING A CWU

After accessing the Contract Work Unit system and selecting the option to display CWUs for a specified fiscal year (option 4), you will be asked if you want to display an approved plan. (If this procedure is unclear, please refer to the section entitled "Accessing the Contract Work Unit System" on page 9 of this user's guide.) After responding to this prompt, the following screen will be displayed.

Display of Contractual Work Unit Plan						Screen 1 of 7
Date of plan:						
CWU number	Amendment			Status	[N-New C-Continuing]	
Title						
Contract Manager			Org symbol	Phone		
Start date		End date				
Work area number		Program element				
Tech base support		[D-Direct I-Indirect]				
SD	ESD	ASD	AD	BMO	AWS	
DMA	DNA	DCA	DARPA	SC	SAC	
TAC	ADC	MAC	AFCC	Other		
AF system(s)/mission(s) supported :						

Step 1

Enter the CWU number of the plan you wish to have displayed.

Step 2

Extract - If the work unit plan you wish to display is an extract of a main plan, enter the extract letter. Otherwise just press "RETURN."

Remember that a plan can be identified as an extract if the CWU number is followed by "EX" and the extract letter on a computer generated hard copy.hard copy.

Step 3

Amendment - If you wish to view a version of the CWU other than the most recent version, you must specify the amendment number. (If you wish to view the first or BASIC version, enter "O".) Pressing "RETURN" at "Amendment" will cause the system to default to the most recent version of the CWU.

(If you enter an amendment number which does not exist, the message "This version of the work unit plan doesn't exist." will flash on the screen.)

At this point, all the information for screen one of the plan will appear on the screen, along with the prompt, "Is this the correct WU plan?"

Step 4

Check the information on the screen against the information on your hard copy to make sure you have accessed the desired CWU. If you have not accessed the correct plan (for example you have entered the wrong extract letter), enter an "N." This will bring up a new screen so that you can reenter the CWU number.

As long as you have accessed the CWU you wish to display, enter "Y" (or just press "RETURN"). The machine will beep, and the message "(PRESS RETURN)" will be displayed on the screen.

Pressing "RETURN" will cause the second screen of the CWU to be displayed. Again the machine will beep, and the message "(PRESS RETURN)" will appear. Press "RETURN" to bring up the next screen.

Repeat this sequence for all subsequent screens.

Note that in some rare cases, when you get to the sixth screen (Resources), the message "Do you want to see more? <CR>-Forward BS-Back Up Q-Quit ESC-No more" will be displayed. This occurs only when the CWU contains more than eight lines of sources of funds. If you wish to scroll forward to see more lines, press "RETURN." (<CR> is the abbreviation for "carriage return".) To get to the next screen (or to see "no more" lines), press the "ESC" key followed by "RETURN." If you scroll through all of the lines, you will be prompted with "(PRESS RETURN)" when you reach the end of the entries.

Step 5

After you have pressed "RETURN" following the last screen (Signature Blocks) the prompt "Do you want a hard-copy of this CWU (Y or N)?" will appear. After you respond to this prompt, a new first screen to be displayed, so that you can then display another CWU if desired.

If you requested a hard copy of the CWU and for some reason the system is experiencing printing problems, the message "Trouble printing a copy." will display, and you will not receive a hard copy.

APPENDIX A

Sample hard copy of CWU plan

AIR FORCE GEOPHYSICS LABORATORY

Date of printing: 18 Jan 85

CONTRACTUAL WORK UNIT (CWU) PLAN - FY85

1. DATE: 18 Jan 85 Basic

2. WU Number 13. Status 14. Work Unit Title

SAMPLE 1 New 1

5. Work Unit Manager: 10rg.: 1Phone:

6. Start: 17. End: 18. Work Area: 19. Program Element:

10. Tech Base Support-Direct : SD

Indirect : AWS, OTHER

11. AF System(s)/Mission(s) Supported:

12. Deficiency(ies) Addressed:
Up to four lines

13. Objective:
Up to six lines

14. Significance:
Up to six lines

15. Approach:
Up to twelve lines

16. Milestones

Seq. #	Mo/Yr	Event
1	12/84	First event

17. Contract Information

a. Instrument Type : TBD	b. Authority : N/A
c. Institution : TBD	d. Source : TBD
18. Synop Subm! 19. PR Init! 20. Contractor Organization	Contract Number
1	TBD

21. Principal Investigator : TBD

22. Resources

Fund Source(s)		Prior Yr(s)	FY85	FY86	FY87
Organization	P.E. Project Task	123K	1K	2K	3K
Org	PE PROJTK				

		Totals	123K	1K	2K	3K
Contract Managing Time(hrs) Civilian				0	10	10
Military				10	20	20
WU Scientist	1 Task Scientist			1 SI (if applicable)		
1	12			13		
Project Scientist	1 Branch Chief			1 Division Director		
4	15			16		

Page 1 of 1

ADDENDUM
HARD COPY OUTPUT DEVICE (PRINTER)

Hard copies can be produced on a variety of printers. The printer selection will appear when you access the Main Menu. This information will appear at the bottom of the Main Menu.

When you log into the system, the printer selection will be set to the default printer, which is the laser printer. You also have the capability to receive your output on the printer attached to your terminal or the central printer. It is possible for a programmer to make a fourth option available if the need arises.

To change the printer selection, access the Main Menu.

MAIN MENU
**** *

1. IHWU System
2. CWU System
3. In-house Status System
4. Contract Status System
5. MAIL System
6. Change LOGIN password
7. Change hard copy output device

Enter selection :

Hard copy output will be produced on the Laser printer.

Enter "7" (for Hard Copy Output Device). The following menu will display:

PRINT DEVICE MENU

1. Laser printer
2. Attached printer
3. Central printer
4. Other

Select printer

Simply enter the number which corresponds to the desired printer. For example, if you wish to produce output on your attached printer, enter "2". The Main Menu will reappear, with the hard copy output message changed to reflect your choice.

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END

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